

Kelso City Council Agenda

Regular Meeting, 6:00 pm
March 19, 2013
City Hall, Council Chambers
203 S. Pacific
Kelso, WA 98626



Special accommodations for the handicapped and hearing impaired are available by special arrangement through the City Clerk's Office at 360-423-0900

Invocation:

Pastor Jerry Dahlke from North Gate City Church

Call to Order:

Roll Call to Council Members:

Approve Minutes:

1. February 26, 2013 – Special Meeting/Workshop
2. March 5, 2013 - Regular Meeting

Proclamation:

1. American Red Cross
 - o Community Partners Director Suzanne Arnits to accept

Public Hearing:

1. Vacation of Property – SW 7th St.
2. Adoption of the Water System Plan
3. Water Use Efficiency Program

Presentations:

1. CWCOC 2012 Annual Report
 - o Director Steve Harvey
2. Public Works Annual Report

Consent Items:

1. Fireworks Permits
 - o Kelso Recreational Council (2 stands)
 - o Kelso Kiwanis (1 stand)
2. NSP – Uncollectible Accounts
3. Contract
 - o Reimbursable Work – Cowlitz County
4. Auditing of Accounts

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Citizen Business:

Council Business:

1. Discussion – Comcast Franchise PEG Funding

Action/Motion Items:

1. Ordinance, 1st Reading
 - a. SW 7th Avenue Street Vacation
2. Ordinance, 2nd Reading
 - a. NSF Fees
3. Resolution
 - a. Position Classification
4. Resolution
 - a. Adopt Water System Plan

Other Items:

- City Manager Report
- Staff/Dept Head Reports
- Council Reports
- Other Business
- Executive Session

KELSO CITY COUNCIL
6:00 P.M.

February 26, 2013
SPECIAL MEETING

The Special Meeting of the Kelso City Council was called to order by Mayor David Fatcher. Councilmembers in attendance were: Fatcher, Lefebvre, Archer, Myers, McDaniel, Roberson, and Schimmel.

MOTION ITEMS:

Ordinance No. 13-3793 – Interfund Loan Transfer: The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember McDaniel, seconded by Councilmember Lefebvre, 'Adopt Ordinance No. 13-3793, 'AN ORDINANCE OF THE CITY OF KELSO AUTHORIZING THE TRANSFER OF FUNDS FROM OTHER CITY FUNDS TO THE ARTERIAL STREET FUND AND PROVIDING FOR THE REPAYMENT OF SUCH LOAN,' motion carried, all voting yes.

WORKSHOP:

WCIA – Public Officials Liability Training: Law, Lyman, Daniel, Kamerrer & Bogdanovich, P.S. Law Firm Attorney Jeff Myers gave a power point presentation that provided training in the Public Records Act regarding meetings of elected officials.

There being no further business, Mayor Fatcher adjourned the meeting at 8:55 p.m.

MAYOR

CITY CLERK

KELSO CITY COUNCIL
6:00 P.M.

March 5, 2013
REGULAR MEETING

Pastor Mike Speegle, Seventh-Day Adventist Church, gave the invocation. Mayor David Futchter led the flag salute. The Regular Meeting of the Kelso City Council was called to order by Mayor David Futchter. Councilmembers in attendance were: Futchter, Lefebvre, Archer, Myers, McDaniel, Roberson, and Schimmel.

The Regular Session was recessed at 6:00 p.m. to convene into the Transportation Benefit District Meeting. At 6:22 p.m., Council reconvened into Regular Session.

Minutes: Upon motion by Councilmember Myers, seconded by Councilmember Lefebvre, 'Approve the Minutes of the 2/19/13 Regular Meeting,' motion carried, all voting yes.

PRESENTATIONS:

Humane Society: Executive Director Rick Johnson gave an update report on the Humane Society's activities and statistics over the last year. He discussed their animal complaints process. Discussion followed. Citizens who commented from the audience were: Charles Klawitter and Anthony Currera.

"Ask" South Kelso Neighborhood Revitalization & Action Plan: Portland State University students Chris Myers and Aaron Lande gave a power point presentation. Chris and Aaron are two students of a team of 6 in the Masters of Urban and Regional Planning program that selected South Kelso as their community planning project. "Activate South Kelso" is the brand for the first phase of the project. It is an effort to reach out to the community for public input. The team's goal is to provide immediate solutions for improving the South Kelso area for Council's consideration, also to provide options at the upcoming Comprehensive Plan Update.

CITIZEN BUSINESS:

COUNCIL BUSINESS:

MOTION ITEMS:

Ordinance No. (1st Reading) – NSF Fee: The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember McDaniel, seconded by Councilmember Lefebvre, 'Pass on 1st reading, 'AN ORDINANCE OF THE CITY OF KELSO AMENDING ORDINANCE NO. 2978, CODIFIED AS KMC 3.32.030 REGARDING PROVIDING PENALTIES FOR DRAFTS OR CHECKS TENDERED TO THE CITY AND RETURNED FOR NON SUFFICIENT FUNDS,' motion passed, all voting yes.

Ordinance No. 13-3794 – Amending KMC 12.20 Parks: The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember McDaniel, seconded by Councilmember Schimmel, 'Adopt Ordinance No. 13-3794, 'AN ORDINANCE OF THE CITY OF KELSO AMENDING CHAPTER 12.20 KMC PARK CODE TO ADD PROVISIONS FOR ANIMAL WASTE AND NOISE, AMEND FIREARM PROVISIONS, AND AMEND SMOKING PROHIBITION TO INCLUDE CANNABIS,' motion passed, all voting yes.

Ordinance No. 13-3795 – Credit Card Use: The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember Lefebvre, seconded by Councilmember Myers, 'Adopt Ordinance No. 13-3795, 'AN ORDINANCE OF THE CITY OF KELSO, WASHINGTON ADDING A NEW CHAPTER 2.94 TO THE KELSO MUNICIPAL CODE ESTABLISHING PROCEDURES FOR THE USE OF CITY-ISSUED CREDIT CARDS BY CITY OFFICERS AND EMPLOYEES,' motion passed, all voting yes.

Ordinance No. 13-3796 – Budget Revision #1 – 2013 Fiscal Year: The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember Roberson, seconded by Councilmember Schimmel, 'Adopt Ordinance No. 13-3796, 'AN ORDINANCE OF THE CITY OF KELSO AMENDING THE 2013 BUDGET TO REFLECT REVENUES AND APPROPRIATE FUNDS TO COVER EXPENDITURES OVER AND ABOVE THOSE ANTICIPATED AT THE TIME SAID BUDGET WAS ADOPTED,' motion passed, all voting yes.

Resolution No. 13-1081 – Travel Reimbursement Policy (previously tabled at the 2/19/13 Council Meeting): Mayor Fitcher took the proposed resolution from the table. Upon motion by Councilmember Roberson, seconded by Councilmember Archer, 'Pass Resolution' A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KELSO ESTABLISHING A POLICY REGARDING EMPLOYEE TRAINING AND REIMBURSING CITY OFFICIALS AND EMPLOYEES FOR EXPENSES INCURRED WHILE TRAVELING ON CITY BUSINESS; AND REPEALING PREVIOUSLY-ADOPTED RESOLUTIONS REGARDING THE SAME. Upon motion by Mayor Fitcher, seconded by Councilmember Lefebvre, 'Amend the motion to change the allowed percentage for gratuity from 15% to 20%.' Councilmembers Fitcher, Schimmel, Lefebvre, Archer, and Roberson voted yes. Councilmembers McDaniel and Myers voted no. Motion passed 5 to 2. Mayor Fitcher reiterated the original motion, 'Pass Resolution', motion passed, all voting yes.

Authorize Purchase of Public Works Vehicles: Upon motion by Councilmember Lefebvre, seconded by Councilmember McDaniel, 'Authorize Purchase of Public Works Vehicles,' motion passed, all voting yes

Resolution No. 13-1082 – Surplus Personal Property: The Deputy Clerk read the proposed resolution by title only. Upon motion by Councilmember McDaniel, seconded

by Councilmember Myers, 'Pass Resolution No. 13-1082, 'A RESOLUTION OF THE CITY OF KELSO, WASHINGTON, DECLARING CERTAIN PERSONAL PROPERTY OF THE CITY OF KELSO TO BE SURPLUS AND DIRECTING THE DISPOSITION THEREOF,' motion passed, all voting yes.

MANAGER'S REPORT:

Steve Taylor: 1) Gave an update report on the progress of the visitor center. 2) A schedule is yet to be determined for the Council Planning Retreat. 3) Ipad tablets have been ordered for Council. A training session will be scheduled as a workshop at a regular council meeting. 4) The Environmental Protection Agency has given notification that the City of Kelso will be receiving a \$450,000 grant through the Brownfield Program. This grant will help fund the cleanup of the former Terry's Salvage property.

STAFF REPORT:

Public Works Director David Sypher informed Council that there is emergency sewer work to be done at Catlin and SR411 which could be potentially expensive. He will keep Council informed.

COUNCIL REPORTS:

Gary Schimmel: No Report.

Rick Roberson: Gave an update report on the last meeting of the Cowlitz Transit Authority.

Todd McDaniel: The Deputies Association is holding a fundraiser event. It is called 'Comedy Night' and it will be on Saturday, April 13th, at 8:30 p.m., at the Kelso Theatre Pub.

Dan Myers: Invited his fellow councilmembers to offer any input on their thoughts of what the objectives should be for the Cowlitz Wahkiakum Council of Governments.

Gary Archer: Gave an update report on the last meeting of the Parks Board.

Kim Lefebvre: No report.

David Fletcher: No report.

There being no further business, Mayor Fletcher adjourned the meeting at 7:22 p.m.

CITY CLERK

MAYOR

PROCLAMATION

American Red Cross Month March 2013

Whereas, March is American Red Cross Month – a special time to recognize and thank our heroes – those who volunteer, donate blood, take life-saving courses or provide financial donations to support an organization whose mission is to help those in need; and

Whereas, We would like to remember those who help all of us here in the City of Kelso by giving their time to help their neighbor, and thank our heroes – our volunteers, blood donors, class takers and financial supporters who help us assist those in need; and

Whereas, In the City of Kelso, the Red Cross works tirelessly through its employees and volunteers to help when disaster strikes, when someone needs life-saving blood, or the comfort of a helping hand. It provides 24-hour support to members of the military, veterans and their families, and provides training in CPR, aquatics safety and first aid; and

Whereas, Across the country, the American Red Cross responds to nearly 70,000 disasters a year. It provides some 400,000 services to military members, veterans and civilians, collects and distributes about 40 percent of the nation's blood supply and trains more than seven million people in first aid, water safety and other life-saving skills every year; and

Whereas, Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission. Despite these challenging economic times, the American Red Cross continues to offer help and comfort to those in need.

Now Therefore, I, David Fatcher, Mayor, do hereby proclaim March 2013 as American Red Cross Month and encourage all Americans to support this organization and its noble humanitarian mission.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Kelso to be affixed this 19th day of March, 2013.

David Fatcher
Mayor of the City of Kelso



Another year has passed but it seems like only a few months. But, much has happened and continues for the Council of Governments and its member entities. A few of my highlights are:

As reported for our homelessness program, the numbers show that the Housing First Coalition partners are having a positive impact on the numbers of homeless individuals and families in the region. Since crafting the area's first plan addressing homelessness and the recent update in 2011, the strategies and priorities seem to be having some effects in a good way. Since the causes of being homeless or at risk of becoming homeless are many and usually complicated, any progress, while good, should be treated with guarded optimism. Hopefully, the projects and programs derived in 2012 will help maintain the downward trend.

The passage of the federal transportation act, MAP-21 (Moving Ahead for Progress in the 21st Century), added greater certainty for maintaining the federal role and resources for transportation planning and projects for the region. The act, however, includes a number of shifts in emphasis across the spectrum. How these changes will affect state, regional and local governments remains to be seen as regulations and guidelines are developed and sent down the chute to the local level. And, since it is only a two-year bill, there may be further issues addressed as debates return in Congress over what the next authorization should look like.

Several of the small cities have undertaken some updating of land use and development codes during this economic slowdown. With assistance by COG planners, code improvements address mostly commercial and industrial development chapters, preparing the communities for potential new businesses and revitalization of downtown cores.

One downside this year was the ending of the COG's community mobilization program which coordinated a wide variety of interests and agencies to address substance abuse and violence in our communities. This very regional program started up in 1989 with very modest resources and, as more state, federal and private foundation grants became available, evolved into an energetic program. With the gradual demise of funding, partially pushed by the Great Recession, the program kept shrinking until there were few funds to address the problems. Certainly, the issues and conditions aren't diminishing, and it is hoped that more resources come to the fore to ramp up community efforts to address these conditions.

Practically all COG projects and programs rely upon the involvement of numerous local elected and staff officials from our member entities and representatives of other organizations. Their dedication of time and expertise never gets the credit it so well deserves. So, as I leave the COG, I pass along my heartfelt "Thank you!" and best wishes for a rewarding and always improving future.

~ Steve Harvey, Director

Addressing Regional Issues

COG staff has continued to take steps to ascertain ways to break down program silos and address our member's regional concerns. In 2012, notification was received that COG was 1 out of 56 nationwide recipients chosen by U.S. Environmental Protection Agency (EPA) to receive technical assistance pertaining to economic and fiscal health. The assistance shall help identify 'smart growth' solutions to common community problems.

Staff met with the COG and Cowlitz-Lewis Economic Development District (CLEDD) boards to identify regional concerns ranging from transportation and infrastructure to workforce, education and environment. The information received from our members provided a starting point for a workshop to address economic and fiscal health. Key approaches explored in the workshop included:

- * Promoting compact growth patterns where infrastructure already exists.
- * Directing development to more appropriate locations by pricing public services to reflect actual costs.
- * Evaluating the return on public investment for land development proposals, focusing on taxes and jobs generated per acre.
- * Creating high quality places that draw a good talent pool to the community, which draws high quality employers to the

region, encouraging mixed land use in commercial districts to create popular destinations, promoting affordable housing that expands multi-modal amenities and located near services.

A summary report of the workshop outcomes provided the following short-term recommendations, or "next steps" for the region:

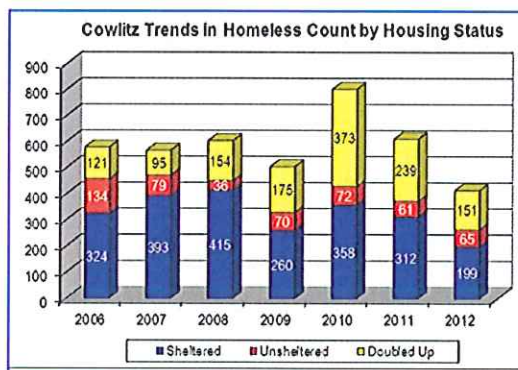
- * Convene forums to identify areas for cooperation and partnership.
- * Development a regional framework for cooperative problem-solving.
- * Incentivize regional cooperation through a system of prioritized investments.
- * Identify a set of planning/administrative/legal/financial services that could be shared by cash strapped jurisdictions.
- * Promote public-private partnerships for education and workforce development.

Staff presented the "next steps" to the boards and proposed a new venture for 2013; advising that COG and CLEDD boards hold quarterly joint sessions to focus on specific recommendations. The joint sessions will provide information to the boards that include best practices outside of the region, partnership opportunities for addressing concerns, and identifying current efforts already taking place with regional partners.

Regional Issues, continued

The 2012 Point In Time Count of homeless persons showed a 42% decline in homelessness in our community since 2006, which is our baseline measurement year. COG staff conducts the annual Point In Time Count on behalf of the county, coordinating efforts among more than 25 public and private agencies. This progress came about despite the impacts of the Great Recession, and is largely due to the impact of short-term rental assistance to 565 households.

During 2012, staff was heavily involved in developing and reviewing Requests for Proposals for strategic projects that will implement the Cowlitz County Ten Year Plan, which was updated and adopted in 2011. Cowlitz County awarded just under \$500,000 in state Consolidated Homeless Grant and local Document Recording Fee funds to implement five key projects: Emergency Support Shelter, Community House on Broadway, Homeless Prevention & Rapid Rehousing Rental Assistance (CAP), Low Barrier Housing for chronically homeless persons (CAP), and the Landlord Incentive Program (Longview Housing Authority) which recruits landlord participation for difficult-to-house populations. In late 2012, a second Request for Proposals was issued for the five remaining short term projects listed in the Ten Year Plan. These included: Housing Retention Team (intervention/case management), Life Skills, Permanent Supportive Housing (services plus housing for homeless persons with disabilities), Urban Rest Stop outreach center, and Extreme Weather Shelter for sheltering in inclement weather. These projects should come on-line in early 2013.



COG staff formed and is leading a workgroup to design a Coordinated Entry & Assessment program since the fall of 2012. Coordinated Entry is a state and federal requirement that should have a big impact on how quickly people can get directed to the most appropriate source(s) of help. Staff also led a planning group to develop the county's first "Project Homeless Connect" (PHC) outreach event, in conjunction with the 2013 Point In Time Count. PHC is similar to a "stand down"

event for homeless veterans, but is for any members of our community who are homeless or at risk of homelessness. Other accomplishments by staff and members of the Cowlitz Housing First Coalition include:

- ◊ Improved collaboration among agencies for the 2013 project funding round;
- ◊ Developed a series of "best practice" trainings using nationally-recognized professionals and offered to local housing/service providers in Cowlitz, Clark and Lewis counties;
- ◊ Improved the homeless management information system (HMIS) to track client-level progress;
- ◊ Reduced the overall number of homeless persons and reduced the length of time spent in homelessness; and
- ◊ Recognized as a high-performing county under the state's new Housing & Essential Needs Program (operated by CAP) for housing support to persons unable to work due to temporary disability.

A collaborative planning effort between Cowlitz County and the cities of Castle Rock, Kalama, Kelso and Woodland moved into high gear in 2012 to update the 35-year-old county Shoreline Master Program. COG is providing project management services for the update, while a consultant team led by Parametrix is doing the bulk of the work. The Washington State Department of Ecology provided the county and cities with a three-year grant to complete the update by December 1, 2014.

The initial phases of inventorying the shoreline environment, identifying shoreline jurisdiction, developing public participation programs and conducting public outreach & visioning were completed in 2012. *"This partnership project represents an exciting opportunity for stakeholders, citizens, and others to participate in shaping the future from the ground up in terms of*

how their community interacts with waterfronts and shoreline environments. We want to hear from the entire spectrum of people, businesses, and organizations that have an active interest in those areas," said Steve Harvey, COG Director.

The crux of the work will be completed in 2013. Currently, Planning Commissions for the partnering jurisdictions will soon begin developing the Shoreline Master Program, including shoreline environmental designations, policies and regulations. The project schedule and other project information can be found at www.cowlitzshorelineupdate.org.



Membership

General Members

Cowlitz County
Wahkiakum County
City of Castle Rock
City of Kalama
City of Kelso
City of Longview
City of Woodland
Town of Cathlamet

Special Members

Beacon Hill Water
& Sewer District
Cowlitz PUD
Cowlitz 2 Fire & Rescue
Cowlitz Fire District 5
Castle Rock School District
Kalama School District

Kelso School District
Longview School District
Woodland School District
Port of Kalama
Port of Longview
Port of Woodland
Wahkiakum Port District 1

Associate Members

City of Rainier, OR
Cowlitz EDC
Longview Housing Authority
Lower Columbia CAP
Lower Columbia College
Kelso Longview Chamber
Wahkiakum Chamber

Economic Development

The COG continued its popular, well attended, census data workshop series with "Data 201: The Census Has Landed, Now What?" This workshop reviewed the changes in the 2010 Census forms and the information that was accumulated. The series will continue in 2013 and add a grant writing workshop in late fall.

COG staff moved forward with the Fire and Ice Scenic Loop (FISL) project. The Request for Qualifications was advertised in September and nine proposals were received. Interviews were held in the fall, and in December, the COG awarded the contract to Lardner/Klein Landscape Architects, P.C. out of Alexandria, VA. The project will be underway in 2013 and the anticipated completion of the Corridor Management Plan is June 2014. FISL was funded in 2011 through the Federal Highway Administration.

The Economic Development Administration held a Peer Review of the CLEDD, the first since its conception, to review the board, staff and fiscal responsibilities. EDA met with staff and several board members, reviewed the current CEDS report, board make-up and funding. The EDA identified several strong points and some areas of weakness:

- District support of the member counties is heavily dependent on Cowlitz County members to meet the match requirements. Staff addressed this concern in the 2012-2013 Planning Grant application, receiving all of the in-kind match from the Cowlitz and Lewis ports, EDCs and IPAT. EDA also advised COG staff to revisit the fee structure and improve the commitment of all of the members. This will be addressed in the CLEDD Compact in 2013.
- EDA considers the staff to be well-qualified and effective in carrying out the EDA funded scope of work. Yet, EDA advised staff to increase public awareness of its role, purpose and accomplishments.

- The organization's financial controls and practices are exemplary, and may be used to instruct and benefit other organizations in need.
- EDA advised implementing a prioritization tool into the CEDS to increase the relevance and usefulness of the report. EDA further advised that the board convene a special facilitated session to consider the future of the organization. COG staff has discussed this and proposed joint sessions with the COG board to address regional concerns.

Thanks to a grant secured by COG staff from the Broadband Office of Washington State Department of Commerce, a broadband technology gaps and needs analysis of the region surrounding Mount St. Helens has launched. Project partners include Cowlitz and Skamania counties, the Mount St. Helens Institute, and the U.S. Forest Service. Project consultants will provide an economic analysis of broadband technologies to increase economic, educational and tourism opportunities in the region. The study will be completed in June 2013.

The Cowlitz Lewis Economic Development District (CLEDD) was charged with forming an executive board in 2012, which required that a member of the COG Board sit on the CLEDD executive board as secretary. Director Harvey led the executive board to draft a Compact/Interlocal Agreement that was presented to the CLEDD board in 2012.

COG staff completed the Annual Update of the 2009-2013 CEDS report and submitted the report to the Economic Development Administration. The report included changes requested by the CLEDD Board to be more timely regarding project submissions for Rural Development (.09) funding that each county administers. The report also included several new projects to the list. The Annual CEDS Update can be viewed at www.cwcog.org/cledd/publications.

Community Planning

The City of Kalama, with COG staff help, completed revisions to their sign zoning code. Modifications ensure that the standards are consistent with the Kalama Comprehensive Plan. The revised code is now more user-friendly, concise, and flexible.



Castle Rock Electric Vehicle Charging Station

The City of Castle Rock continued to make improvements to its downtown. In addition to the new streets and sidewalks on Front Ave., the city joined WSDOT's "Electric Highway" when it added an electric vehicle charging station. The COG's city planner helped with the planning process and issuing environmental and land use permits for these projects.

Staff continued assisting the Cowlitz County Department of Emergency Management with an update of the county's *Hazard Mitigation Plan* which identifies and supports local government measures needed to mitigate natural hazards such as flooding, landslides, earthquakes and wind storms. The plan

has been reviewed by both Washington State Military Department Emergency Management Division (WA DEM) and the Federal Emergency Management Agency (FEMA) and is currently being finalized for local adoption.

The GIS Users Group, coordinated by COG staff, expanded its membership to include local engineering and surveying companies in an attempt to ensure that local government data collection and distribution are satisfying the needs of local businesses. User group meetings are held the last Wednesday of each month at 3:00 pm in the Cowlitz County Annex Conference Room, next to the COG office, and are open to the public.

The Cowlitz County Comprehensive Plan Update Steering Committee and COG staff developed goals, policies, objectives, and land use categories, which helped draft a new future land use map. Extensive public and private stakeholder outreach conducted in 2012 will help develop elements for a draft plan to be presented to the Planning Commission and Board of County Commissioners in 2013.

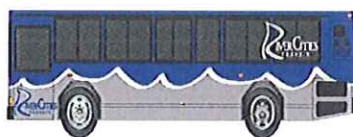
Transportation

The COG Cowlitz Area Transportation Technical Advisory Committee, with the assistance from a consultant team headed by Parametrix, completed development of the Longview-Kelso Great Streets Concept. The study creates a framework for Longview, Kelso, and Cowlitz County for future transportation investments across all modes (vehicles, bicycles, pedestrians, etc.) serving residential, commercial, industrial and civic neighborhoods. These projects help to create a unique sense of place, which is a core strategy of current community revitalization efforts while providing flexibility to meet unique street design challenges. The report can be accessed at <http://www.cwcog.org/transportation.htm>. The planning effort will move into implementation during 2013 with a vigorous public education effort for staff, elected officials and citizens, with the goal to have the concept adopted by the cities of Longview and Kelso by 2014.

COG staff provided a regional perspective with the City of Kelso's proposed Hazel Street Overcrossing proposed project to provide a grade-separated railroad crossing at Hazel Street. The projected growth in freight and passenger rail along the BNSF mainline will result in longer periods of congestion along South Pacific and cut off emergency access to the areas of the city west of the railroad. The initial concept has been adopted by the city. COG staff is assisting with securing funding in order to move the project into the environmental documentation and preliminary design and engineering phase.

The SR 432/433 Rail and Highway Modernization NEPA/SEPA project achieved several milestones during 2012. A consultant team, led by Parsons Brinckerhoff, was selected in May. COG, along with assistance from the project technical advisory members, worked closely with the consultants to finalize the scope and budget for the project. This resulted in a signed contract between COG and Parsons Brinckerhoff. In early 2013, data collection related to projected highway and rail traffic volumes and characteristics will be gathered for in-depth analysis.

Public, non-profit and tribal transit providers worked with COG Staff on transit projects during 2012, and managed the WSDOT Consolidated Transit Grant Program, which resulted in over 22 projects reviewed, ranked and submitted to WSDOT's Public Transit office for funding. We also worked with the Cowlitz Transit Authority to roll out the authority's new transit service name, "River Cities" and its logo.



Finally, COG staff assisted the City of Woodland in the development of the Request for Proposals for consultant services for the Scott Avenue Reconnection NEPA/SEPA. This project will be hiring consultants and getting underway in 2013. COG staff will provide varying levels of guidance throughout this planning process.

Financial Report

Beginning Fund Bal \$ 4,919

Revenues

Federal	\$ 512,750
State	\$ 369,558
Dues	\$ 241,339
Contracts/Planning	\$ 437,897
Total Revenues	\$ 1,561,544

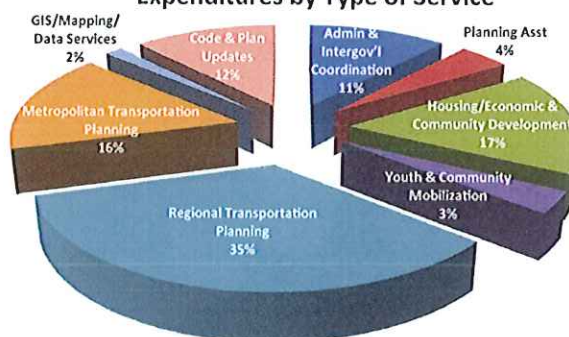
Expenditures

Personnel Cost	\$ 1,076,250
Contracts	\$ 227,025
Other Services	\$ 162,914
Capital Outlay	\$ 5,653
Total Expenditures	\$ 1,471,842

Total Resources \$ 1,566,463 Ending Fund Bal \$ 94,621

Reserve Funds \$ 70,000

Expenditures by Type of Service



Staff

Executive Director

Steve Harvey

Community Development Planners

Melissa Taylor, Planning Manager
 TJ Keiran, Planner III/GIS Specialist
 Barbara Kincaid, Planner III/Special Projects
 Don Mathison, Planner III (Part-Time)
 Dawn Hanson, Planner II/Housing
 Matt Hermen, Planner II
 Jennifer Keene, Planner II/Economic Development

Community Mobilization

Shannon Miller, Coordinator (through mid-October)

Transportation Planners

Rosemary Siipola, Planner III/Project Manager
 Darlene Sharar, Planner III/Special Projects Manager
 Amy Asher, Planner II

Support Staff

Anisa Kisamore, Office Administrator
 Shanda Wagner, Finance Assistant
 Katie Wells, Administrative Assistant
 Bonnie Kelley, Receptionist/Secretary

Visit our website: www.cwcog.org

Email us: cwcog@cwcog.org

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE: Fireworks Permits

Agenda Item No: _____

Dept. of Origin: Finance

Date of Meeting: March 19, 2013

Originator: Brian Butterfield *BT*

PRESENTED BY: Brian Butterfield

City Attorney: _____

City Manager: _____

Agenda Item Attachments:

See attachments

SUMMARY STATEMENT:

Attached are applications from two organizations requesting Fireworks Permits. The fees have been paid. Upon approval of these applicants, review will be done by Cowlitz 2 Fire. The Kelso City Attorney will review the Evidence of Insurability.

Kelso Recreation Council (2 Stands)

(1) Kelso Safeway Parking Lot @ 411 Three Rivers Drive

(2) Riverway Plaza @ 200 S. Kelso Drive

Kelso Kiwanis (1 Stand)

Kelso First Baptist Church, 214 S. 4th Ave – Parking Lot

RECOMMENDED ACTION:

Staff makes no recommendations of these two applicants.

CITY OF KELSO FINANCE DEPARTMENT
203 SOUTH PACIFIC, P. O. BOX 819
KELSO, WASHINGTON 98626
1-360-423-0900 PHONE
1-360-425-9807 FAX
email vanderson@kelso.gov

CITY OF KELSO SAFE AND SANE FIREWORKS

APPLICATION FORM

DATE: 1/2/2013

NAME OF APPLICANT: Kelso Recreation Council

ADDRESS: 100 Jones Ct., Kelso, WA 98626 PHONE 360-975-1754

LETTER OF REQUEST ATTACHED: YES NO

IF ORGANIZATION, NAME OF CONTACT: Scott Derosier

ADDRESS: 100 Jones Ct, Kelso WA 98626 PHONE

APPLICANT OVER THE AGE OF 18 YRS OF AGE YES X NO

PROPOSED LOCATION OF FIREWORKS STAND(S):

1. Riverway Plaza 200 S Kelso Dr, Kelso, WA

2.

STORAGE LOCATION OF FIREWORKS:

FEES: \$25.00 NONREFUNDABLE FOR EACH FIREWORKS STAND.

RECEIPT # 286526 DATE: 1-9-13

DEPOSIT FEES: \$100.00 REFUNDABLE UPON PROPER CLEANUP OF AREA/SITE.

RECEIPT # 286525 DATE: 1-9-13

FOR CITY USE ONLY

LICENSE/PERMIT NUMBER:

STATE FIRE MARSHALL LICENSE:

FIRE DEPT. APPROVAL: DATE:
NAME-POSITION

INSURANCE COMPLIANCE APPROVAL: DATE:
CITY ATTORNEY

CITY OF KELSO APPROVAL: DATE:
COUNCIL ACTION

CITY OF KELSO FINANCE DEPARTMENT
203 SOUTH PACIFIC, P. O. BOX 819
KELSO, WASHINGTON 98626
1-360-423-0900 PHONE
1-360-425-9807 FAX
email vanderson@kelso.gov

CITY OF KELSO SAFE AND SANE FIREWORKS

APPLICATION FORM

DATE: 3-11-13

NAME OF APPLICANT: Kelso Kiwanis

ADDRESS: PO Box 552 Kelso, WA PHONE 270-6443

LETTER OF REQUEST ATTACHED: YES NO

IF ORGANIZATION, NAME OF CONTACT: Carol Karns

ADDRESS: 301 Nemi Rd Longview PHONE 360-270-6443

APPLICANT OVER THE AGE OF 18 YRS OF AGE YES ✓ NO

PROPOSED LOCATION OF FIREWORKS STAND(S):

1. 214 S. 4th Ave Kelso, WA
2.

STORAGE LOCATION OF FIREWORKS: 214 S. 4th Ave Kelso, WA

FEES: \$25.00 NONREFUNDABLE FOR EACH FIREWORKS STAND.
RECEIPT # 289551 DATE: 3-11-13

DEPOSIT FEES: \$100.00 REFUNDABLE UPON PROPER CLEANUP OF AREA/SITE.
RECEIPT # 289551 DATE: 3-11-13

FOR CITY USE ONLY

LICENSE/PERMIT NUMBER:

STATE FIRE MARSHALL LICENSE:

FIRE DEPT. APPROVAL: DATE:
NAME-POSITION

INSURANCE COMPLIANCE APPROVAL: DATE:
CITY ATTORNEY

CITY OF KELSO APPROVAL: DATE:
COUNCIL ACTION

AGENDA SUMMARY SHEET

AGENDA ITEM: Authorize the
Finance Director two write off
uncollectible accounts in the amount
of \$73,551.05.

SUBMITTED BY: Brian Butterfield,
Finance Director

AGENDA ITEM # _____
FOR AGENDA OF: 3/19/2013
ORIGINATING DEPT: Finance
DATE SUBMITTED: 3/13/2013
COST OF ITEM: _____
AMT. BUDGETED _____
CITY ATTY. APPROVAL _____
CITY MGR. APPROVAL _____

AGENDA ITEM PAPERWORK:
N/A

SUMMARY STATEMENT

As part of the Neighborhood Stabilization Program the City demolished structures at 1124 N. Pacific Ave. and 1504 N 2nd Ave. in North Kelso. The cost of these demolitions were paid for through NSP grant funding. In addition, the same cost was billed to the property owners and any proceeds received from the property owners would be put back into the NSP. Subsequently, these two properties have been acquired by the City which relieves the owners from their liability.

Staff recommends council authorization to write off the above mentioned accounts

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE:

Request and Agreements for reimbursable work by
Cowlitz County: Herbicide Vegetation
Management, Mechanical Vegetation Management,
Striping, Chip Seal, Reimbursable Work as
requested.

Agenda Item: _____

Dept. of Origin: Public Works Department

For Agenda of: March 19, 2013

Cost of Item: N/A

PRESENTED BY:

David M. Sypher, P.E.
Public Works Director

City Manager: Steve Taylor

AGENDA ITEM ATTACHMENTS:

Proposed Request for Reimbursable Work not to exceed \$141,770

SUMMARY STATEMENT:

To enter into an agreement with Cowlitz County for Herbicide Vegetation Management, Mechanical Vegetation Management, Equipment Rental, Striping and Reimbursable Work as Requested, the City Manager's Signature is required.

Herbicide Vegetation Management:	\$ 5,500
Mechanical Vegetation Management-Mower	\$ 3,340
Ditching	\$ 2,220
10 YD Dump Truck	\$ 1,700
Chipper	\$ 1,400
Sweeper	\$ 2,610
Crack Seal	\$ 16,000
Striping	\$ 19,000
Chip Seal	<u>\$ 90,000</u>

Total not to exceed \$ 141,770

Cowlitz County Department of Public Works will perform this work on a reimbursable basis not to exceed amount of \$141,770.

FINANCIAL SUMMARY:

Herbicide Vegetation Management, Striping and Reimbursable Work as Requested is budgeted in the 2013 City Street Fund. Mechanical Vegetation Management is budgeted in the 2013 Drainage Fund.

RECOMMENDED ACTION:

Staff recommends council to authorize the City Manager's signature for the Request and Agreement for Reimbursable Work by Cowlitz County.

REQUEST AND AGREEMENT
for
REIMBURSABLE WORK BY COWLITZ COUNTY, WASHINGTON

REQUEST: It is requested that the following work be performed by the Cowlitz County Department of Public Works on a reimbursable basis:

CATEGORY 1: Chip Seal, Striping, Herbicide Vegetation Management (Spraying), Mechanical Vegetation Management (Mowing).

CATEGORY 2: Ditching, Sweeping and Other as requested.

Desired completion date: 10/31/2013

Total not to exceed: \$ 141,770.00

The undersigned agrees to pay promptly for the above services at the regular Cowlitz County rates for work performed for outside agencies.

The undersigned further agrees to provide all necessary easements, permits and rights-of-way, and to protect Cowlitz County and save it harmless from all claims for damages against the County which may result from said work, except actual negligence by the County in effecting the work desired. Cowlitz County will be released from all further liability on satisfactory completion and acceptance of the work.

REQUESTING AGENCY:

City of Kelso
Agency

Signature

PO BOX 819
Mailing Address

Title

Kelso, WA 98626
City, State, Zip Code

Date

APPROVAL BY THE COWLITZ COUNTY DEPARTMENT OF PUBLIC WORKS:

Signature

Date

APPROVAL BY COWLITZ COUNTY:

RESOLUTION NO.: _____

**BOARD OF COUNTY COMMISSIONERS
OF COWLITZ COUNTY, WASHINGTON**

Date

Chairman

ATTEST:

Commissioner

Clerk of the Board

Commissioner

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE: Cable Franchise PEG
(Public, Education, Government) Improvements
Discussion.

Agenda Item: _____

Dept. of Origin: _____ City Manager

For Agenda of: _____ March 19, 2013

Originator: _____ Steve Taylor

PRESENTED BY:

Steve Taylor

City Attorney: Janean Parker

City Manager: Steve Taylor

Agenda Item Attachments:

HDTV Equipment Upgrade Cost Estimate

SUMMARY STATEMENT:

Cowlitz County is currently negotiating a franchise agreement with Comcast, and as part of those discussions is determining what the County's future PEG (Public, Education, Government) broadcasting needs will be. Presently, KLTV contracts with Kelso, Longview, Cowlitz County and Kalama to produce and televise governmental meetings, and KLTV provides other local access programming and facilities to the public. The governmental entities compensate KLTV for these services through revenues collected by Comcast from its subscriber base.

One opportunity that has been presented is the upgrade of KLTV's broadcasting capability to include High Definition. This would result in HD broadcasting of all city meetings currently televised and other programming produced by KLTV for the PEG channels. To accommodate the upgrade, new equipment will be required at KLTV and the legislative chambers for Cowlitz County, Longview, Kelso, and Kalama. The current equipment estimate is approximately \$738,000. Of this amount, roughly \$231,000 would be attributed to Kelso.

The equipment upgrades would be funded by a proposed PEG capital disbursement from Comcast that would be written into the County's new franchise agreement and amendments to the Cities' existing agreements. The cost would then be recouped over 10 years from the subscribers within the participating communities at approximately \$0.40/month/subscriber. Please note this amount would be in addition to the PEG "operating" fee that subscribers currently pay. Comcast currently has 2,251 subscribers in Kelso and 14,946 subscribers within the participating communities.

At this time, staff is seeking direction from Council on whether to move forward with 1) an interlocal agreement between the Cities and County to jointly share in the proposed PEG capital revenue and 2) a letter amendment to our existing franchise agreement with Comcast allowing for the disbursement and recoupment of new capital revenue. The policy question posed to Council is whether to seek an upgrade to High Definition public broadcasting at this time.

The effect of the change to HD is a sharper, clearer presentation of local access broadcasting which should spur greater viewership and keep Cowlitz County on the leading edge of PEG broadcasting. Subscribers who do not currently have HD would keep their Standard Definition access to the PEG channels' programming. As stated above, the costs associated with the upgrade will be recouped from subscribers. If the upgrade does not occur, there will be no impact to existing services being provided by KLTv within the current funding stream.

Barry Verrill from KLTv and Sarah Silberger, the Cowlitz County Civil Deputy assigned to the franchise negotiation will be at the Council meeting to provide information and answer questions from Council.

RECOMMENDED ACTION:

Provide direction to staff on whether to initiate agreements with Comcast and the County to provide for High Definition broadcasting improvements.

ITEM	PRICE
For County:	
Cablecast SX2 HD (2 @ 16,250)	\$ 32,500.00
Cablecast Pro Server	\$ 5,000.00
Aspen 3232HD3G and Lassen 3232EE-XL (Video/Audio Router)	\$ 16,645.00
AJA FS2 Frame Synchronizer (4 @ 4995.00)	\$ 19,980.00
Maxcom Fiber Transmitter (2 @ 988.00)	\$ 1,976.00
Maxcom Fiber Receiver (2 @ 988.00)	\$ 1,976.00
Maxcon Rack Mount for Transmitter/Receiver (2 @ 29.00)	\$ 58.00
JVC GY-HM790U	\$ 9,995.00
RAID Server for Storage and Playback	\$ 25,000.00
Copperhead CCU (5 @ 11500.00)	\$ 57,500.00
Copperhead Cable (4 700ft spools @ 1850.00)	\$ 7,400.00
Copperhead Cable (1- 200ft Spool)	\$ 1,050.00
Ki-Pro (4 @ 3995.00)	\$ 15,980.00
Hyperdeck Studio for Digital Roll-ins (2 @ 1995.00)	\$ 3,990.00
Analog to Digital Audio Converters RDL HR-ADC1 (4 @ 587.50)	\$ 2,350.00
Flash Memory to DVD Burner (JVC Bluray Deck)	\$ 3,595.00

27" iMac (2 @ 1999.00)	\$	3,998.00
Scopes for Master Control - UltraScope (3 @ 695.00)	\$	2,085.00
Panasonic Camera (11 @ 10875.00)	\$	119,625.00
Panasonic Lens (11 @ 10912.50)	\$	120,037.50
SDI Converter Cards (11 @ 1959.10)	\$	21,550.10
Camera Control Cable (11 @ 259.95)	\$	2,859.45
Haivision Encoder Chasis (3 @ 5695.00)	\$	17,085.00
Haivision Decoder Chasis	\$	6,495.00
Haivision HD Encoder Cards (11 @ 8695.00)	\$	95,645.00
Haivision HD Decoder Cards (11 @ 3695.00)	\$	40,645.00
HD Tricaster	\$	12,990.00
Ross Crossover 16 (2 @ 17995.00)	\$	35,990.00
Ross Xpression Prime CG Machines (3 @ 18000.00)	\$	54,000.00
TOTAL	\$	738,000.05

ITEM		PRICE		ALL COUNTY EQUIPMENT	
For Keiso:					
Cablecast SX2 HD (2 @ 16,250)	\$	8,125.00	1/4 of	\$	32,500.00
Cablecast Pro Server	\$	1,250.00	1/4 of	\$	5,000.00
Aspen 3232HD3G and Lassen 3232EE-XL (Video/Audio Router)	\$	4,161.25	1/4 of	\$	16,645.00
AJA FS2 Frame Synchronizer (4 @ 4995.00)	\$	4,995.00	1/4 of	\$	19,980.00
Maxcom Fiber Transmitter (2 @ 988.00)	\$	494.00	1/4 of	\$	1,976.00
Maxcom Fiber Reciever (2 @ 988.00)	\$	494.00	1/4 of	\$	1,976.00
Maxcon Rack Mount for Transmitter/Reciever (2 @ 29.00)	\$	14.50	1/4 of	\$	58.00
JVC GY-HM790U	\$	2,498.75	1/4 of	\$	9,995.00
RAID Server for Storage and Playback	\$	6,250.00	1/4 of	\$	25,000.00
Copperhead CCU (5 @ 11500.00)	\$	14,375.00	1/4 of	\$	57,500.00
Copperhead Cable (4 700ft spools @ 1850.00)	\$	1,850.00	1/4 of	\$	7,400.00
Copperhead Cable (1- 200ft Spool)	\$	262.50	1/4 of	\$	1,050.00
Ki-Pro (4 @ 3995.00)	\$	3,995.00	1/4 of	\$	15,980.00
Hyperdeck Studio for Ditigal Roll-ins (2 @ 1995.00)	\$	997.50	1/4 of	\$	3,990.00
Analog to Digital Audio Converters RDL HR-ADC1 (4 @ 587.50)	\$	587.50	1/4 of	\$	2,350.00
Flash Memory to DVD Burner (JVC Bluray Deck)	\$	898.75	1/4 of	\$	3,595.00

27" iMac (2 @ 1999.00)	\$	999.50	1/4 of	\$	3,998.00
Scopes for Master Control - UltraScope (3 @ 695.00)	\$	521.25	1/4 of	\$	2,085.00
Panasonic Camera (4 @ 10875.00)	\$	43,500.00			
Panasonic Lens (4 @ 10912.50)	\$	43,650.00			
SDI Converter Cards (4 @ 1959.10)	\$	7,836.40			
Camera Control Cable (4 @ 259.95)	\$	1,039.80			
Haivision Encoder Chasis (1 @ 5695.00)	\$	5,695.00			
Haivision Decoder Chasis	\$	1,623.75	1/4 of	\$	6,495.00
Haivision HD Encoder Cards (4 @ 8695.00)	\$	34,780.00			
Haivision HD Decoder Cards (4 @ 3695.00)	\$	14,780.00			
HD Tricaster	\$	3,247.50	1/4 of	\$	12,990.00
Ross Crossover 16 (2 @ 17995.00)	\$	8,997.50	1/4 of	\$	35,990.00
Ross Xpression Prime CG Machines (3 @ 18000.00)	\$	13,500.00	1/4 of	\$	54,000.00
TOTAL	\$	231,419.45			

AGENDA SUMMARY SHEET

Business of the City of Kelso City of Kelso, Washington

SUBJECT TITLE:

An Ordinance of the City of Kelso Vacating a Portion of 7th Avenue in the City of Kelso to Abutting Property Owners

Agenda Item: _____

Dept. of Origin: Community Dev/Engineering

For Agenda of: March 19, 2013

PRESENTED BY:

Michael Kardas, P.E.
Community Development Director/City Engineer

Cost of Item: _____

City Manager: Steve Taylor

AGENDA ITEM ATTACHMENTS:

Proposed Ordinance with attachments

SUMMARY STATEMENT:

As a part of the adopted realignment plan for the West Main Realignment Project, there is a portion of 7th avenue that is no longer to be used for street purposes. As a result, staff proposes vacating this portion of 7th avenue back to the abutting property owners, reserving access and utilities easements and also requiring a joint access easement for the property owners to avoid access conflicts at that location.

The City adopted Resolution 13-1080 on February 19, 2013 initiating the vacation process and setting a hearing for March 19th. The City provided all the required notices for the hearing. The City did not receive any objections from the abutting property owners prior to the hearing date. The next step is a required public hearing and consideration of the proposed ordinance. The proposed ordinance vacates the right of way, provides that no compensation is required, reserves the necessary easements, and directs Public Works to effectuate the vacation and real property transfers.

FINANCIAL SUMMARY:

Under the statute, the City may provide that the vacation does not become effective until the abutting property owners compensate the City for an amount not in excess of one-half of the appraised value. Because the City is the party initiating the vacation petition, because it no longer has a use for the right of way, we do not recommend assessing this fee to the abutting property owners or delaying the vacation until payment of such fee.

OPTIONS

1. Do nothing—under this option, this unused portion of the street would remain property of the city and subject to our control and responsibility for its use, repair, and maintenance.
2. Vacate the property to the abutting property owners—The City would maintain necessary easements and the property owners would share an access easement.

RECOMMENDED ACTION:

Move to pass the Ordinance vacating a portion of 7th Avenue on first reading.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF KELSO VACATING A
PORTION OF 7TH AVENUE IN THE CITY OF KELSO TO ABUTTING
PROPERTY OWNERS**

WHEREAS, pursuant to RCW 35.79.010, the City Council has the authority to initiate the vacation of a public street or a portion thereof; and

WHEREAS, the City Council passed Resolution No. 13-1080 on February 19, 2013 initiating the procedure for vacating a portion of 7th Avenue right of way in Kelso, which is legally described in Exhibit A and set a public hearing for the matter on March 19, 2013; and

WHEREAS, twenty days written notice of the time, place, and purpose of the hearing was published and posted in three of the most public places in the City and like notices were posted in conspicuous places at the proposed right-of-way vacation site; furthermore, written notice was given to the abutting property owners having an interest in the vacation; and

WHEREAS, the City did not receive any written objections from the property owners abutting upon that part of the street sought to be vacated prior to the time of the public hearing; and

WHEREAS, a public hearing was conducted by the City Council on March 19, 2013, where Council Members heard testimony, deliberated on the matter; and

WHEREAS, the City Council finds that it is in the public interest to vacate those portions of 7th Avenue legally described in Exhibit A;

NOW, THEREFORE,
THE CITY COUNCIL OF THE CITY OF KELSO DO ORDAIN AS FOLLOWS:

SECTION 1. Vacation of Street Right of Way. That the real property legally described in Exhibit A, attached hereto and fully incorporated by this reference, consisting of portions of 7th Avenue, is hereby vacated.

SECTION 2. Compensation for Vacation. No compensation by the abutting property owners is required because the street is being vacated at the petition of the City and incidental to the West Main Realignment Road project.

SECTION 3. Reservation of Easements. The vacation is conditioned upon and subject

specifically to the reservation by the City of an access and utility easements legally described in Exhibit B, attached hereto and fully incorporated by this reference, and a joint access easement of the abutting property owners for joint street access.

SECTION 4. Authorizing the Public Works Department to effectuate vacation. The Public Works Department is authorized and directed to prepare and execute all necessary documents to effectuate the street vacation, including but not limited to a preservation of access and utilities easements in a form acceptable to the Public Works Director, a joint access easement of the abutting property owners for street access, and quit claim deeds for the recording of the vacated right of way with the Cowlitz County Auditor.

SECTION 5. Severability. The provisions of this Ordinance are declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Ordinance.

SECTION 6. Effective Date. This Ordinance shall be in full force and effect 5 days after its passage and publication of summary as required by law.

ADOPTED by the City Council and **SIGNED** by the Mayor this ____ day of _____, 2013.

ATTEST/AUTHENTICATION:

MAYOR

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLISHED: _____

EXHIBIT A
LEGAL DESCRIPTION
RIGHT OF WAY VACATION
7th AVENUE W. BETWEEN CATLIN STREET AND COWLITZ WAY W. (SR 4)
February 5, 2013
Page 1 of 2

A 50.00 foot wide strip of land in Section 27, Township 8 North, Range 2 West, Willamette Meridian, City of Kelso, Cowlitz County, Washington; the said strip being that portion of 7th Avenue W. (formerly 7th Street) lying westerly of Block 8, CATLIN'S 3RD ADDITION TO CATLIN, WASHINGTON, northerly of Catlin Street (formerly Cedar Street), and southeasterly of Cowlitz Way W. (SR 4), and being more particularly described as follows:

Beginning at the southwesterly corner of said Block 8; thence N.72°42'34"W. along the westerly extension of the southerly line of said Block 8, a distance of 50.00 feet to the westerly line of said CATLIN'S 3RD ADDITION, said westerly line also being the westerly line of 7th Avenue W. (formerly 7th Street); thence N.17°09'33"E. along said westerly line, a distance of 142.80 feet to the southeasterly line of Cowlitz Way W. (SR 4); thence N.60°23'47"E. along said southeasterly line, a distance of 72.99 feet to the westerly line of said Block 8; thence S.17°09'33"W. along said westerly line, a distance of 196.09 feet to the Point of Beginning.

Contains 8,473 square feet, more or less.

The basis of bearings for this description is the Washington State Plane Coordinate System, South Zone.

Exhibit A—Page 2
Map

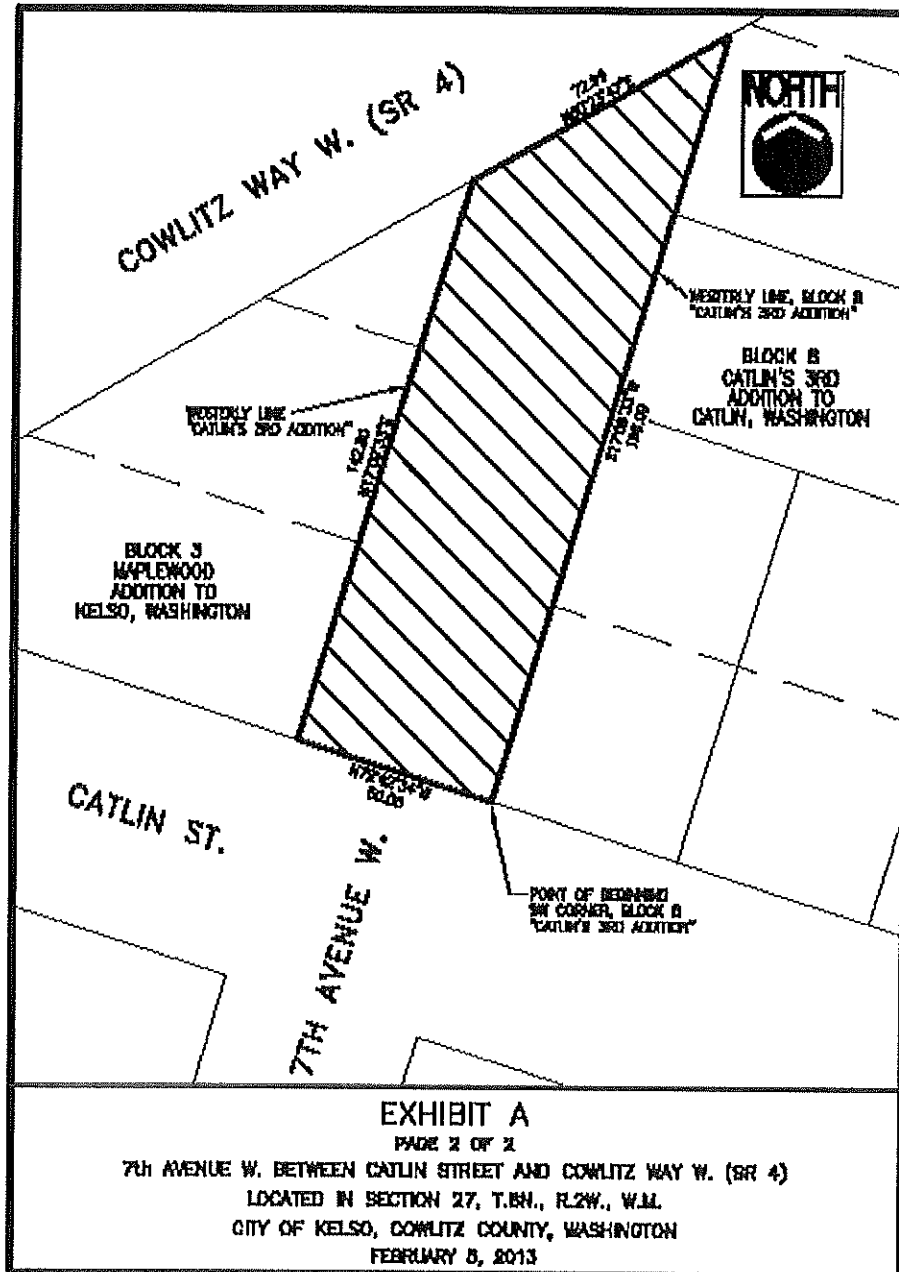


EXHIBIT B
LEGAL DESCRIPTION
ACCESS AND UTILITY EASEMENT WITHIN
VACATED 7th AVENUE W. BETWEEN CATLIN STREET AND COWLITZ WAY W. (SR 4)
February 5, 2013
Page 1 of 2

A 30.00 foot wide strip of land in Section 27, Township 8 North, Range 2 West, Willamette Meridian, City of Kelso, Cowlitz County, Washington; the centerline of said strip being more particularly described as follows:

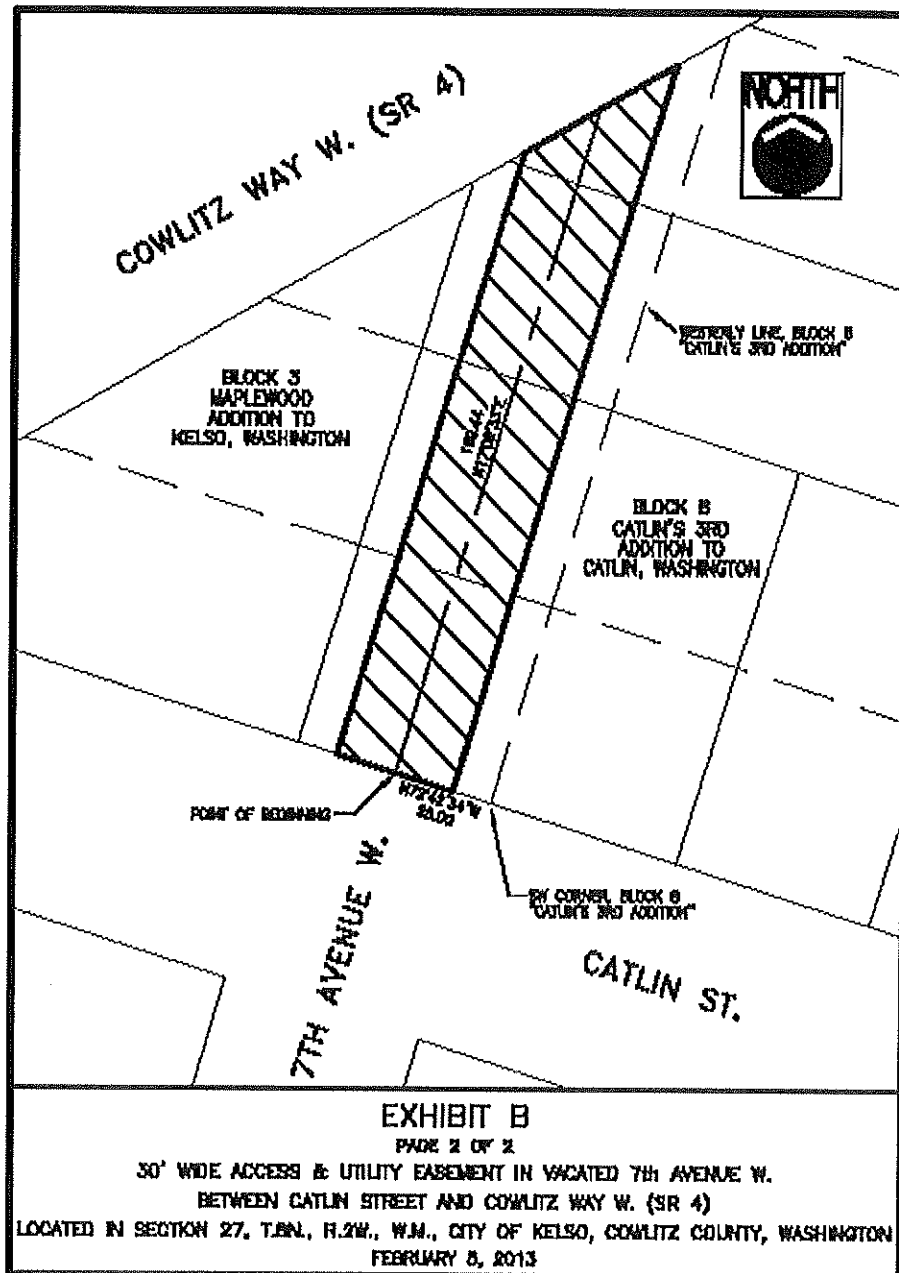
Beginning at a point on the northerly line of Catlin Street, said point bearing N.72°42'34"W. along the westerly extension of the southerly line of Block 8, CATLIN'S 3RD ADDITION TO CATLIN, WASHINGTON, a distance of 25.00 feet; thence N.17°09'33"E. parallel with the westerly line of said Block 8, a distance of 169.44 feet to the southeasterly line of Cowlitz Way W. (SR 4) and the terminus of this centerline.

The sidelines of this strip shall be lengthened or shortened as necessary to meet the northerly line of Catlin Street and the southeasterly line of Cowlitz Way W. (SR 4).

Contains 5,084 square feet, more or less.

The basis of bearings for this description is the Washington State Plane Coordinate System, South Zone.

Exhibit B—Page 2
Map of Easement area



AGENDA SUMMARY SHEET

AGENDA ITEM: 2nd Reading of an
Ordinance to amend provisions in
KMC Section 3.32 regarding penalties
for drafts or checks tendered to the
City and returned for non sufficient
funds.

SUBMITTED BY: Brian Butterfield

AGENDA ITEM # _____
FOR AGENDA OF: 3/19/2013
ORIGINATING DEPT: Finance
DATE SUBMITTED: 3/13/2013
COST OF ITEM: _____
AMT. BUDGETED _____

CITY ATTY. APPROVAL _____
CITY MGR. APPROVAL _____

AGENDA ITEM PAPERWORK:
See attached ordinance.

SUMMARY STATEMENT

This ordinance is just a housekeeping amendment that will allow the City Council to adjust fees charged for NSF checks by resolution instead of ordinance.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF KELSO AMENDING
ORDINANCE NO. 2978, CODIFIED AS KMC 3.32.030
REGARDING PROVIDING PENALTIES FOR DRAFTS OR
CHECKS TENDERED TO THE CITY AND RETURNED FOR NON
SUFFICIENT FUNDS.

WHEREAS, KMC 3.32 authorizes a charge for all drafts and checks tendered to the city which are returned or dishonored by the drawee bank or other such depository.

WHEREAS, the City seeks to have the amount of these fees to be set by resolution; now therefore,

THE CITY COUNCIL OF THE CITY OF KELSO DO ORDAIN AS
FOLLOWS:

SECTION 1. That Ordinance No. 2978, codified as KMC 3.32.030, is hereby amended to provide as follows:

3.32.030 Checks or drafts returned for insufficient funds—Method of collection.

A. There shall be assessed a charge ~~of ten dollars~~ for all drafts and checks tendered to the city which are returned or dishonored by the drawee bank or other such depository. *The amount assessed shall be set by resolution of the city council and shall become effective on such date specified in such resolution.*

B. The charge shall be collected from the drawer together with the proceeds of any such returned or dishonored instrument and the charge shall be considered a part of the debt or deposit due the city for which it was tendered.

C. The city may exercise any and all remedies and/or methods of collection provided for in the ordinance of the city which provides for the original debt or deposit. (Ord. 2978 § 2, 1985)

SECTION 2. This Ordinance shall be in full force and effect five days after its passage and publication of summary as required by law.

ADOPTED by the City Council and **SIGNED** by the Mayor this _____ day of March,
2013.

ATTEST/AUTHENTICATION:

MAYOR

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLISHED: _____

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE: Resolution amending the Salary Classification Matrix within the Personnel Policy Handbook.

Agenda Item: _____

Dept. of Origin: _____ City Manager _____

For Agenda of: _____ March 19, 2013

Originator: _____ Steve Taylor _____

PRESENTED BY:

Steve Taylor

City Attorney: _____ Janean Parker

City Manager: _____ Steve Taylor

Agenda Item Attachments:

Resolution

Exhibit A – Non-represented 2013 Salary Classification Matrix

Position Classifications – Comm. Dev. Director/City Engineer & Assistant to the City Manager

SUMMARY STATEMENT:

Community Development position amendments

City Manager Taylor has directed a realignment of department functions within Public Works and Community Development. The Engineering Division of Public Works has been combined with the Community Development Department. The new Department will be led by a Community Development Director/City Engineer position that will oversee City planning, permitting and capital project management among other functions. The department transition is currently under way and is expected to be complete by July 1st.

The Community Development Director was previously classified at the M31 level with a salary range of \$5,799 – \$7,249/month. The City Engineer position was at the M30 level (\$5,673 - \$7,091/month). Mr. Taylor proposes to remove the City Engineer position and place the Comm. Dev. Director/City Engineer at the M32 level with a monthly salary of \$5,839 – \$7,299. The current Community Development Manager (M24) position would retain management of the Planning and Building Division of the new department, but the title would be changed to "Planning Manager" with no change in compensation.

City Manager's Office amendments

The City Manager's Office has been previously supported by an Executive Assistant (M12 - \$3,215 - \$4,019/month). The position has been vacant for the past two months. Mr. Taylor proposes the

position be filled with an Assistant to the City Manager who will continue to provide administrative support to the Manager and City Council, but will have the additional skillset of policy analysis/research and project management. The position would be classified at the M17 level with a salary range of \$3,826 - \$4,782/month.

The attached resolution authorizes the adjustment to the Salary Classification Matrix contained within Appendix "D" of the Personnel Policy Handbook. The requested salary changes will have minimal impact on the respective departmental budgets.

OPTIONS:

- 1) Approve the Resolution amending the Salary Classification Matrix.
- 2) Do not approve the amendments and continue with existing classifications.
- 3) Make other revisions to the matrix.

RECOMMENDED ACTION:

Move to adopt the Resolution amending the Salary Classification Matrix within the Personnel Policy Handbook.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KELSO AMENDING RESOLUTION NO. 11-1054 AND ADOPTING CHANGES TO THE PERSONNEL POLICY HANDBOOK RELATED TO THE SALARY CLASSIFICATION MATRIX AND EMPLOYMENT POSITIONS AUTHORIZED THEREIN.

WHEREAS, the City Council has adopted a Personnel Policy Handbook and has found it necessary to make periodic amendments to reflect changes in law and best practices and to enhance the effectiveness of the provision of public services; and

WHEREAS, the Salary Classification Matrix listing the City's authorized employment positions and salary ranges is contained within the Personnel Policy Handbook; and

WHEREAS, the City Council desires to amend the non-represented portion of the Salary Classification Matrix to authorize the positions of "Community Development Director/City Engineer", "Assistant to the City Manager", and "Planning Manager" and remove the position of "City Engineer",

THE CITY COUNCIL OF THE CITY OF KELSO DOES HEREBY RESOLVE:

SECTION 1. That Appendix "D" of the Personnel Policy Handbook be amended by the Salary Classification Matrix attached hereto as "Exhibit A".

SECTION 2. This Resolution shall be effective immediately upon its adoption.

ADOPTED by the City Council and SIGNED by the Mayor this _____ day of _____, 2013.

Mayor

Attest/Authentication:

CITY CLERK

Approved as to form:

CITY ATTORNEY

EXHIBIT "A"

CITY OF KELSO
2013 Salary Classification Matrix - Non Represented
Resolution 11-1054

03/19/13

CLASS	POSITION TITLE	ENTRY 80.0%	6 MONTH 85.0%	1 YEAR 90.0%	2 YEAR 95.0%	3 YEAR CONTROL	MERIT
M40	City Manager	7,334	7,792	8,250	8,709	9,167	9,625
M38	City Attorney	6,999	7,437	7,874	8,312	8,749	9,186
M36	Director of Public Works***	6,231	6,621	7,010	7,400	7,789	8,178
M34	Police Chief	6,175	6,561	6,947	7,333	7,719	8,105
M32	Finance Dir - City Clerk**	5,839	6,204	6,569	6,934	7,299	7,664
M32	Comm Dev Dir - City Engineer	5,839	6,204	6,569	6,934	7,299	7,664
M30	City Engineer	5,673	6,027	6,382	6,736	7,091	7,446
M28	Police Captain	5,560	5,908	6,255	6,603	6,950	7,299
M28A	Senior Engineer	5,497	5,840	6,184	6,527	6,871	7,214
M28A	Police CAP Plan A	5,497	5,840	6,184	6,527	6,871	7,214
M27	PWKS Superint.	5,462	5,804	6,145	6,487	6,828	7,169
M28	City Engineer old	5,118	5,437	5,757	6,077	6,397	6,716
M24	Planning Mgr. / Assistant City Engineer	4,772	5,070	5,369	5,667	5,965	6,262
M22	Library Director	4,677	4,969	5,261	5,554	5,846	6,138
M20	Building Official	4,491	4,772	5,053	5,333	5,614	5,894
M19	Accounting Supervisor	4,195	4,457	4,720	4,982	5,244	5,506
M18	Associate Planner	4,098	4,354	4,610	4,866	5,122	5,377
M17	Data Mgr/Civil Eng/Pay Specialist/Lib Mgr	3,826	4,065	4,304	4,543	4,782	5,021
M17	Airport Operations Mgr / Assist to C-Mgr.	3,826	4,065	4,304	4,543	4,782	5,021
M16	Park Superintendent	3,600	3,825	4,050	4,275	4,500	4,725
M16	Assistant Finance Director	3,600	3,825	4,050	4,275	4,500	4,725
M15	Const. Manager/Senior Planner	3,477	3,694	3,911	4,129	4,346	4,563
M14	Senior Engineering Tech	3,352	3,562	3,771	3,981	4,190	4,400
M13	Abatement Officer	3,267	3,471	3,676	3,880	4,084	4,288
M12	Executive Assistant	3,215	3,416	3,617	3,818	4,019	4,220
M11	Engineering Tech	3,127	3,323	3,518	3,714	3,909	4,104
M10	Drafting Technician	3,047	3,238	3,428	3,619	3,809	3,998
M8	City Attorney Secretary/Planning Assistant	2,886	3,066	3,246	3,427	3,607	3,787
M7	Department Assistant (Police /Engineering)	2,663	2,830	2,996	3,163	3,329	3,495

City of Kelso, Washington		
Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position.		TITLE Community Development Director/City Engineer
DEPARTMENT Community Development		CLASS/EXEMPT STATUS Exempt
DIVISION	SUPERVISOR City Manager	CLASSIFICATION RANGE M32
<u>POSITION DESCRIPTION</u> Under the general direction of the City Manager, the Community Development Director/City Engineer (CDD/CE) manages and directs the development regulation, land use planning, and engineering functions for the City of Kelso.		
<u>ESSENTIAL FUNCTIONS</u> <ul style="list-style-type: none"> • Formulate department goals to ensure City's engineering, planning and building functions deliver high quality service. • Manage the development, planning and delivery of the City's Capital Improvement Program. • Serve as chief technical advisor to the City Manager and Council regarding capital projects and engineering standards. • Manage the development review process and oversee the appropriate application of land use regulations and development requirements. • Manage the development and application of engineering and infrastructure standards for both City and private development projects. • Recommend programs for Planning and Community Development to the City Manager and Council. • Develop and review annual work plans encompassing the overall priorities, goals, and objectives for the Department Staff. • Prepares and implements Economic Development Plans. • Develop, apply for and oversee the administration of grants for capital projects, community programs, and economic development initiatives that are beneficial to the City. • Develop and maintain constructive community relations regarding planning, land use and related community programs, policies and activities. • Ensure the completion and implementation of short term and long term planning programs, including the preparation of a Comprehensive Plan through the management and supervision of the Planning Section. • Prepare and manage Department budgets, justify requests and assure adequate resources of personnel, equipment and supplies are available for the timely and effective delivery of services. • Direct the planning functions of the City. 		
<u>TYPICAL QUALIFICATIONS</u> Knowledge/Skills/Abilities: <ul style="list-style-type: none"> • Knowledge of the principles, practices, methods, and techniques of civil engineering, design and construction. • Knowledge of municipal ordinances and development standards, fire codes, zoning, and state and local design standards, Washington State Department of Transportation (WSDOT) specifications, or other special local, State, and federal regulations governing construction practices. • Knowledge of federal and State requirements for federal and state funded, directed, or regulated projects. • Knowledge of contract administration and code compliance methods. • Knowledge of current construction methods, costs, and materials. • Knowledge of Local Improvement District laws and procedures. • Knowledge of personal computing systems and software programs; such as, word processing, 		

spreadsheets, databases, presentation programs, graphical information systems, electronic drafting.

- Knowledge of municipal budget preparation and process, revenue forecasting, and long-range planning.
- Knowledge of supervisory principles and practices.
- Skill in administering, directing, and coordinating complex engineering and planning projects, programs, and activities.
- Ability to select, train, motivate, supervise and evaluate Department personnel.
- Ability to be an active participant and supervise, lead and motivate service-oriented teams.
- Ability to communicate technical data and sensitive department information to citizens, City Council, and professional groups in a clear, concise manner.
- Ability to absorb and analyze complex technical information and make decisions of major scope, understanding the possible technical, legal, and financial consequences.
- Ability to establish and meet rigid time lines.
- Ability to coordinate the work of numerous individuals, groups, and teams.
- Ability to formulate and present clear presentations, narrative reports and recommendations to a variety of audiences.

POSITION REQUIREMENTS (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):

EDUCATION

- Graduation from an accredited four-year college or university with a degree in civil engineering, registration as a Professional Engineer, and two years progressively responsible experience supervising professional and technical staff engaged in civil engineering or a closely related field required.
- Or, a combination of education and experience that demonstrates the ability to perform the essential functions of the job.

EXPERIENCE

- Minimum 8 years progressively responsible experience in a municipal or private consulting environment with extensive project management focus.
- At least four years supervisory experience within a public works, or engineering department of a public agency, plus relevant experience in development project approval either as a reviewer or submitter of development applications.

SPECIAL REQUIREMENTS

- Shall be registered as a Professional Engineer in the State of Washington.
- A valid driver's license is required.
- Appointees not possessing a valid Washington State Driver's License upon hire must obtain one within currently effective statutory time limit.
- Successfully pass a modified background investigation.
- Occasional lifting of up to 25 pounds.

Contacts:

- The CDD/CE has daily contact with assigned staff for supervision, work assignments, work coordination,

and information-sharing/gathering.

- Has contact with the public to provide/receive information and explain City policies and procedures.
- Contacts may occasionally be confrontational in nature, requiring the exercise of discretion while clearly stating the City's position.
- The CDD/CE has extensive contacts with engineers, architects, developers, contractors, and consultants for the purpose of information-sharing and enforcement.
- In the enforcement role, the contacts may be adversarial in nature requiring the CDD/CE to resolve both technical and interpersonal problems.
- Skill in gaining compliance with codes and regulations while maintaining cooperative working relationships with the development community is of prime importance.
- The CDD/CE also attends formal and informal meetings with elected officials, committees or boards, developers and the public to provide project status information and respond to questions and/or concerns. These meetings may often occur outside regular work hours.

Supervision:

- The CDD/CE supervises all assigned employees. Ensures the continuing development of employees through regular evaluations and feedback of performance. Develops and initiates necessary personnel actions.

Accountability:

- The Community Development Director/City Engineer is accountable for the effective operation of the assigned services, for the successful completion of assigned projects and programs, and for fulfilling the requirements as the Community Development Director and City Engineer under the Kelso Municipal Code.

Working Conditions:

- The CDD/CE primarily works in an office.
- Projects require considerable concentration and attention to detail and are performed in an environment of frequent work interruptions.
- The position is subject to the stress of meeting competing demands and strict time deadlines.
- Mobility sufficient to attend various meetings and visit work and/or construction sites is necessary.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE

City of Kelso, Washington		
Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position.		TITLE Assistant to the City Manager
DEPARTMENT Administration		CLASS/EXEMPT STATUS Non-Exempt
DIVISION City Manager	SUPERVISOR City Manager	CLASSIFICATION RANGE M17
<u>POSITION DESCRIPTION</u> <p>Under general supervision, the Assistant to the City Manager provides administrative support, policy research and analysis, public relations, and project management services for the City Manager, City Council, and City Departments as directed. The position is expected to: (a) perform a varied range of clerical and specialized activities of a moderately difficult to complex nature; (b) work from general directions within a broad scope; and (c) exercise judgment and initiative when performing duties that measurably impact program success.</p>		
<u>ESSENTIAL FUNCTIONS</u> <ul style="list-style-type: none"> • Responsible for difficult, complex, and routine clerical and/or administrative support duties. • Draft and review official correspondence from the City Manager and Council. • Prepare news releases and public information for local and regional media; coordinate news conferences and prepare media packets as necessary. • Review and update content on the City's website. • Manage schedules, make travel arrangements, and process department expenses for the City Manager and Council. • Attend governmental, business, and community meetings on behalf of the City Manager. • Assist the City Manager in developing and reviewing the current and advanced meeting agenda for the Council and City Boards/Commissions as assigned. • Provide administrative support for City Boards and Commissions as assigned. • Conduct research and perform analysis on assigned policy areas, and prepare recommendations for City Manager and Council consideration. • Review, research, and analyze revisions to City policies, procedures, and codes as assigned. • Manage administrative projects and programs as directed by the City Manager and in coordination with Department Heads, consultants, and vendors. • Prepare departmental budgets as assigned and assist the City Manager in the review of the City budget. • Make presentations to internal staff, the City Council, and Boards and Commissions as necessary. • Perform other duties as assigned by the City Manager. 		
<u>POSITION REQUIREMENTS</u> (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below): <u>EDUCATION</u> <ul style="list-style-type: none"> • Bachelor's Degree in Public Administration, Government, Business Management, or related field, AND <u>EXPERIENCE</u> <ul style="list-style-type: none"> • Any combination of education, work, or internship experience in public or private organizations that demonstrate attainment of the necessary Knowledge, Skills, and Abilities provided within the position description. 		

KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS

- Work independently under broad direction and goals.
- Principles and practices of advanced municipal administrative support, research, surveys, and office practices and procedures.
- Familiarity with applicable Washington state laws and regulations related to municipal government.
- Operating office computer software including word processing, spreadsheet, database, and presentation programs
- Customer services concepts and principles.
- Effectively communicate in diagram form, orally and in writing
- Direct, organize, and coordinate multiple projects and activities.
- Gather, interpret and understand a variety of documents such as city codes, policy and procedure manuals, and instruction.
- Gather, interpret, and present a variety of management analysis data and information.
- Technical research and data gathering.
- Record keeping and file preparation/organization.
- Establish and maintain effective working relationships with internal support units, vendors, and citizens.
- Resolve conflicts and issues with staff, public and other stakeholders appropriately and timely.
- Plan and organize daily activities and duties.

SPECIAL REQUIREMENTS

- Successfully pass a modified background investigation.
- Occasional lifting of up to 25 pounds.
- Possess a valid Washington State Drivers license.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
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AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE:

Adoption by Resolution of the City of Kelso Water System Plan

Agenda Item: _____

Dept. of Origin: Community Dev/Engineering

For Agenda of: March 13, 2013

PRESENTED BY:

Michael Kardas, P.E.
Community Development Director/City Engineer

Cost of Item: _____

City Manager: Steve Taylor

AGENDA ITEM ATTACHEMENTS:

Copy of proposed Resolution

The Water System Plan Main Document and Appendices can be viewed online at:

<http://www.kelso.gov/document/water-system-plan-main>

<http://www.kelso.gov/document/water-system-plan-appendices-c>

<http://www.kelso.gov/document/water-system-plan-appendices-d-f>

<http://www.kelso.gov/document/water-system-plan-appendices-g-i>

SUMMARY STATEMENT:

The Kelso 2012 Water System Comprehensive Plan (WSP) provides the City of Kelso (City) guidance for the 6- and 20-year planning periods to address long-term water supply, storage, transmission, and treatment needs for Kelso's service area. The WSP is a tool for the City to make decisions and implement programs that allow for the community's future water needs. The document has been prepared to meet the requirements of the Washington State Department of Health (DOH) as established in WAC 246-290. This WSP is an update of the 2005 Longview-Kelso Urban Area Water System Comprehensive Plan (2005 Plan). The previous plan was developed for the Cities of Longview and Kelso, and Cowlitz County Public Utility District No. 1 (PUD). For the 2012 WSP update, DOH encouraged each of the purveyors to develop their own stand-alone Water System Plan Update. Therefore, the 2012 WSP is primarily focused on the City of Kelso's system but also illustrates how the three systems are interconnected.

The Capital Improvement Program (CIP) has identified 13 projects with a total capital cost of \$8.6 million over the 6-year planning period. Financial projections completed for this WSP indicate that the City is financially stable and has the ability to fund the CIP projects identified. The CIP projects will address the following issues:

- Development of an additional (supplemental) source of supply
- Replacement of aging, leaking reservoir
- Aging infrastructure concerns
- Undersized mains to improve fire flow
- Pump station upgrades to improve reliability
- Improvement of metering and telemetry capability
- Accommodation for future growth and development in the Kelso area.

The DOH process requires a public hearing and Council adoption prior to final agency approval.

FINANCIAL SUMMARY:

The plan is being completed within the original budget of \$132,771

RECOMMENDED ACTION:

Staff recommends a motion to adopt the 2012 City of Kelso Water System Plan by resolution.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF KELSO, WASHINGTON,
ADOPTING THE 2012 CITY OF KELSO WATER SYSTEM PLAN.**

WHEREAS, WAC 246-290 requires all Group A water systems to complete regular updates to their water system plans (WSP); and

WHEREAS, Washington State Department of Health (DOH) requires this planning document to be updated every six years; and

WHEREAS, the Engineering Division of the City of Kelso Public Works with the assistance of the Kennedy/Jenks Consultants, have prepared the plan; and

WHEREAS, a Public Hearing was held on March 19th, 2013 to discuss the plan.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF KELSO DO
HEREBY RESOLVE:

The City Council hereby adopts the true and correct copy of the 2012 City of Kelso Water System Plan located in the City Clerks office.

ADOPTED by the City Council and **SIGNED** by the Mayor this _____ day of _____, 2013.

MAYOR

ATTEST/AUTHENTICATION:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY